
**JUSTICE CABINET DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

The jobs listed below are posted on the Kentucky Personnel Cabinet's web site,
which can be accessed at: www.Careers.ky.gov

December 11, 2015

ADMINISTRATIVE SECRETARY—(Elliott County – Eastern Region Training Center)—
Grade 10—(\$2139.80 - \$2834.88) **MINIMUM REQUIREMENTS:** High school graduate. Must
have 4 years of office support experience. Additional education will sub for the required
experience on a year-for-year basis. Office support experience will sub for the required
education on a year-for-year basis.

OFFENDER INFORMATION ADMINISTRATOR—(Franklin County- Central
Office/Offender Information) Grade 15—(\$3230.84 - \$4280.10) **MIN. REQUIREMENTS:**
Graduate of a college or university with a bachelor's degree. Must have 3 years of experience in
management, administration, legal, paralegal or offender information two years of which must
be in offender information administration. Administrative, management, legal, paralegal or
offender records experience will substitute for the required education on a year-for-year basis.

Recurring Positions:

CORRECTIONAL OFFICER- (Bell, Boyle, Elliot, Fayette, Lyon, Morgan, Muhlenberg,
Oldham, & Shelby counties) —Grade 9—(\$2200 - \$2,416.22)
MIN. REQUIREMENTS: High School or GED. Must be 21 years of age.

**PERSONNEL CABINET
STATE OFFICE BUILDING, 1ST FLOOR
501 HIGH STREET
FRANKFORT, KENTUCKY 40601**

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied.

To get more information about the Career Opportunities System including how to apply for jobs, please visit <http://Careers.KY.GOV> For questions regarding Applications, Counseling, or Registers, please call Personnel Cabinet, (502) 564-8030.

****IMPORTANT****

The Department of Corrections is not liable for the aforementioned information. This listing is provided to departmental employees as a courtesy. For official information of availability, grade and salary information, and minimum requirements, please visit the Personnel Cabinet website at www.personnel.ky.gov.